AUXILIARY COMPUTER OPERATIONS SUPERVISOR

Function of Job

Under direction, to direct auxiliary computer input and output functions and to supervise employees performing auxiliary equipment operation.

Characteristic Duties and Responsibilities

1. supervises subordinates in the operation of input equipment (such as optical scanners, keypunch and data entry terminals) and output equipment (such as tabulating machines, computer microfilm [COM] units, plotters, and bursting and decollating machines)

2. selects, schedules, trains, and evaluates subordinate employees

3. establishes and monitors production schedules and work flow, determining job priorities

4. reviews output for completeness with specifications and supervises the distribution of output

5. maintains production records and reports

6. establishes and reviews procedures and initiates changes to meet operational needs

7. maintains inventory of supplies used in auxiliary operations

8. operates auxiliary equipment as required

9. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. five years of progressively responsible experience in the operation of auxiliary computer equipment, including two years at the supervisory level in positions such as data entry supervisor, tabulating room supervisor, computer operator shift supervisor, or production control supervisor. College course work in data processing, computer science or business may be substituted for up to two years of nonsupervisory experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1.   supervisory ability